



STATE OF NEW JERSEY

SCHOOLS DEVELOPMENT AUTHORITY

Job Description

Job Title:	Insurance Analyst	Requisition # 2016-04
Division:	Risk Management and Vendor Services	
Reports To:	Risk and Insurance Specialist	
Grade Level:	15	
Salary:	\$48,000 - \$60,000	
FLSA Status:	Exempt <input checked="" type="checkbox"/>	
Employment Status:	Full Time <input checked="" type="checkbox"/>	

Job Summary

Coordinate and execute the processes related to the Owner Controlled Insurance Program (OCIP) and other insurance programs for NJSDA. Responsibilities include planning, organizing, modifying and updating procedures, as well as performing liaison and oversight functions with broker(s) and carrier(s).

Residency in New Jersey is a requirement for consideration for this position in accordance with the New Jersey First Act.

Essential Duties and Responsibilities

1. Coordinate activities relating to Builders Risk and OCIP enrollment; monitors for completeness, uniformity and accuracy.
2. Serve as liaison to Insurance Brokers, OCIP Administrators and Insurance Carriers participating in OCIP; ensuring vendor compliance with monthly payroll reporting and certificates of insurance.
3. Partner with Management, Insurance Brokers and Insurance Carriers to provide insurance guidance and resolve complex insurance situations.
4. As required, attend pre-bid/pre-construction meetings and present instructive information to potential bidders regarding the intricacies of SDA's OCIP to ensure understanding.
5. Provide guidance regarding contract standards for vendor compliance with Affirmative Action goals and provisions of the Project Labor Agreement.
6. Prepare recommendations regarding modifications to the existing procedures, offering improvements to processing time or quality of processing.
7. Review, and adjust as appropriate, vendor insurance coverage for procurements not covered by OCIP as well as OCIP ineligible subcontractor and consultant insurance coverage.
8. Provide rapid response to questions with a thorough understanding of the processes and impacts within all Divisions of the school program.
9. Communicate effectively with SDA staff, vendors and state agencies.
10. Review vendor insurance coverage for procurements not covered by OCIP and maintains database for tracking certificates of insurance to ensure coverage remains in effect for the duration of the contract.
11. Research and handle special projects and perform other duties, upon assignment, with minimal supervision.

Required Skills and Abilities

1. Must be able to maintain confidentiality and interact effectively and diplomatically with business professionals, government officials, as well as SDA staff.
2. Excellent communication skills, both oral and written, with an ability to establish and maintain cooperative work relationships with associates and vendors.
3. Excellent research, organizational and analytical problem solving skills.
4. Highly organized and detail oriented with the ability to manage multiple projects simultaneously.
5. Ability to prepare clear, technically sound, accurate and comprehensive reports containing findings, conclusions and recommendations.

Required Education and Experience

1. Bachelors' degree and/or five years relevant business experience in risk management and/or insurance brokerage field. Experience should include extensive product knowledge in Commercial Property and Casualty Insurance.
2. Experience including a solid knowledge of OSHA, loss control and construction insurance claims is desired.
3. Working knowledge of current computer operating systems, including Microsoft applications and ability to utilize proprietary software.

Physical Demands

Ability to travel to various locations throughout the State for meetings and/or tour project sites that may require significant walking.

Certificates and Licenses Required

Valid drivers' license